

GP ARCHIVES ADVISORY COMMITTEE MINUTES

November 7, 2011

Attending: Charlie Snyder, Marian Green, Nancy Schwartz, Nancy Walz, Rebecca Rawls

* New collections management

--Vickie Bailey will be delivering an edited selection of her Town photos, both hi-res and low-res files on CD's.

--Charlie is discussing with Mr. Galloway how to acquire a copy of the 1896 issue of "The Park" newsletter, a broadsheet predating the Bugle.

-George Payne's collection has been delivered to us by Pam Morgan. Because of its poor physical condition (mold, etc.), we've put the papers in acetate and black plastic bags. To be determined how best to fumigate them before integrating into the Archives.

* Volunteers

Two new intern candidates are interested and will be interviewed in the next few weeks, to start after the new year. The three interns we have now are working out very well. With two of them leaving in December, we hope to replace them and possibly have them train the new interns on PastPerfect. Discussion continued around how many can we handle and will one of the Committee members always have to be present when they're volunteering?

* Archives rules and procedures

There was much discussion on how to name electronic files of documents and where to store them on the computer. Rebecca had written up a guide outlining how to create PastPerfect records, explaining the numbering system that gives each archival document a unique "Object ID#." As with so many topics we discuss, the question comes up, "are we at a pivotal stage where

we need a consultant to guide us to the next stage?" The "Finding Aids" (descriptions of what's contained in each box or folder) will be completed fairly soon so one possibility is to hold off on entering any additional items into PastPerfect until we're sure we're headed in the right direction with the numbering system.

* Committee membership

Glenda and Marian will be resigning as of Dec. 31st. No replacements yet have come through. One idea is to solicit a local student.

* Recent Archives conference

The Oct. 18th conference at the Town Hall organized by Marian was a hit and may lead to occasional get-togethers so local archivists can continue to share valuable information.

Following

are list of those who attended:

David Burgevin, archivist, Sandy Spring Museum

Kathryn L. Lehman, Washington Grove Town Clerk

Kathryn Baringer, Deputy Director of Appraisal and Description, MD State Archives

Julie O'Malley, President, Kensington Historic Society

David B. Neumann, Washington Grove archival volunteer
Rich Charnovich, Somerset Town Manager
Christian Skipper, Appraisal and Description Archivist, MD State Archives
Marian Green, Glenda Ingham, Charles Snyder, Nancy Schwartz
Two other Kensington committee members

Next conference is January 20-21st where ?????

- * Equipment -New scanner is needed and will be ordered shortly.
- * Charlie's out of town Nov. 15 – 30 and Marian is acting chair in his absence.

NEXT MEETING: DEC. 8, 2011

Minutes submitted by Nancy Walz